



# Ohio Chemical Dependency Professionals Board Newsletter

## Message From Our Chair

Hey, what's new? We are! Welcome to our first edition of the Ohio Chemical Dependency Professionals Board newsletter. The board members and staff are excited to share valuable information to all licensees in a friendly format. It's important that we keep you abreast of the latest and greatest information in the field; so that you may better serve people who suffer with addictions. The Chemical Dependency Professionals Board is here to assist all licensees with developing and/or enhancing their skills and knowledge. As you peruse through the pages, we hope that you find this information valuable. The board is here for you and we look forward to hearing that together we've made positive changes in people's lives.

Best Wishes!

Wendy Haynes-Britton, Chair

## New Prevention Scope of Practice

In 1989, Ohio recognized the importance of implementing effective prevention and the essential role that certified prevention professionals play in ensuring effective practice with the creation and implementation of prevention professional certification.

The enhanced Prevention Scope, effective 12/21/2018 furthers this evolution by delineating the capacity and limitations of the three levels of prevention certification (OCPC, OCPS, OCPSA) and the introductory Registered Applicant (RA) status, for prevention professionals and the consumers, systems, and communities they serve.

Please visit the website at [www.OCDP.ohio.gov](http://www.OCDP.ohio.gov) to find more information on the new changes to the Prevention Scope of practice.

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## CDP Board Members

Greg Hogg  
Wendy Haynes-Britton  
Alex Bishara  
C. Tamie Sullivan  
Deborah Thompson  
Maximino Cortes  
Jim Mermis  
John Lisy  
Trisha Farrar  
Philip Atkins  
Andrew Moss

## Executive Director

Alisia Clark



## Volunteer Opportunity

Individuals holding a renewable credential/ license with the OCDP Board are now eligible to claim up to four hours of volunteer service toward the forty hour continuing education requirement.

To qualify the volunteer hours must be provided at a free clinic or other non-profit organization that offers health care services based on eligibility screenings identifying the client as an “indigent and uninsured person”.

The hours can not be obtained at a facility where the credential holder/licensee currently holds a paid position.

The hours can be credited as one hour for every sixty minutes spent providing volunteer services not to exceed four hours. The hours can not be used to satisfy the Ethics requirement.

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***OCDP Mission: To cultivate, certify and license quality prevention and addiction professionals.***

### Update Contact Info

Please remember to keep your mailing address and emails up to date in the eLicense portal so that you are included in all outgoing updates.

Please go to:

[https://elicense.ohio.gov/OH\\_HomePage](https://elicense.ohio.gov/OH_HomePage)

to make the updates.

## CDCA Supervision Rules

In 2018 the Board introduced new rules to strengthen the supervision requirements for the Chemical Dependency Counselor Assistants (CDCA/CDCA Pre). Individuals with the Chemical Dependency Counselor Assistant (CDCA/CDCA PRE) certificate are required to have a signed, verifiable supervision contract with a qualified individual who is authorized to provide Clinical Supervision. The CDCA/CDCA Pre must receive a one hour supervisory session for every 40 hours worked.

Individuals who hold the CDCA credential and work at a facility that delivers addictions treatment services but do not perform clinical services in their regular duties are also required to maintain a verifiable supervisory relationship as evidenced by a written contract with a qualified Clinical Supervisor at their place of employment. Supervision of this nature could focus, at minimum, on upholding ethical and legal standards of the profession. Other topics to be explored may include: Crisis Intervention, Policy and Procedure, and Quality of Client Care.

## Curriculum Endorsement

Curriculum Endorsement is an official Board endorsement of degree programs. Curriculum Endorsement assures that persons entering the field of addictions counseling have met the minimum requirements for formal education necessary for licensure. Curriculum Endorsement assures that degree programs meet acceptable levels of standards and are applicable toward Board licensure. Curriculum Endorsement by the Board may be included in the education institution's promotional material and provides programs greater ability to attract students interested in working in addictions.

In addition, students will be assured that the education they are pursuing will meet the formal education requirements for Board licensure. Curriculum Endorsement represents an opportunity for the partnership of education institutions and the Board to assure high-quality training.

**The Board continues to accept college and/or university credit from all Nationally Accredited Colleges and Universities.**

## OCDP Sponsors & Provider Updates

The Sponsor and Provider applications have been recently updated.

Please visit the

Continuing Education Link on the website for more information.



## New eLicense Features

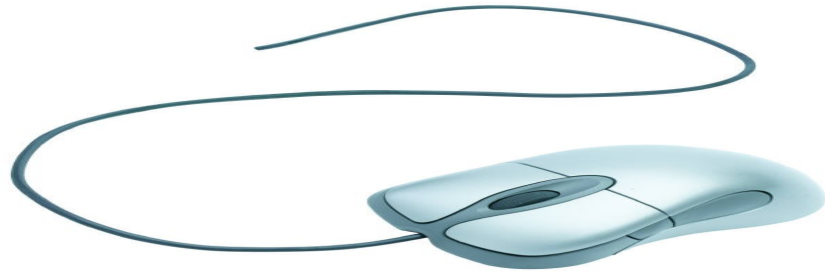
- Download and Print **Wallet Cards** at any-time at your convenience.
- **Application Wizard** to assist you with determining what credential you may be qualified for. Look for the Wizard in the application instructions.
- **Upload additional documents** to the eLicense account. The new service request feature allows you to upload additional information to your already submitted application.
- Accessing a copy of your **application responses**. You are now able to print off your application responses.

## New Website Launch

We are excited to announce the launch of our new website.

[www.ocdp.ohio.gov](http://www.ocdp.ohio.gov)

Please visit the website to find answers to many of your questions.



## Exam Remediation Plan

The Board, in an effort to continue to provide high quality services, will provide the opportunity for exam eligible applicants that fail the IC & RC Addictions, Clinical Supervision or Prevention exam three time to submit a Remediation Plan to the Board.

After three consecutive failed attempts and before testing the fourth time an exam eligible applicant shall submit a Remedial Action Plan.

The Board will review the plan, approve it or suggest amendments and notify the applicant of their status to retest. The plan can be accessed on the website.

## Audits 2019

The Board will continue utilizing CE Broker as the recorder of all required Continuing Education Units (CEU's) taken to satisfy renewal requirements.

Individuals selected as part of the random audit process are required to compile and submit verification of the CE educational hours used for their renewal. When an audit request is received individuals will log their completed continuing education (CE) courses and upload verification using their CE Broker account. Acceptable verification of CE may include copies of continuing education certificates of attendance and/or college transcripts.

If you are chosen for an audit you will receive an email from: [notifications@cebroker.com](mailto:notifications@cebroker.com).

## New Application Checklist

The Board receives quite a few incomplete applications. In an effort to reduce the number of applications we receive that are incomplete, we have updated and reissued the Application Checklist. The checklist is available to ensure all of the application requirements are submitted. There is no requirement to include the checklist with your application submission, it is intended to be used as a guide.

Please keep in mind there are many older versions of Board related forms and checklists on the internet. It is always the best practice to use forms that you have directly downloaded from the website. This will ensure you have the latest version.

New checklist will be on the website by April 2019.



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***OCDP Vision: A network of competent, ethical professionals practicing evidence-informed services that promote healthy lifestyles and communities.***

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## New Updated Education Grid

The Education Grid has been updated! The new Education Grid includes new instructions and a new format that makes listing your education easier for both the applicant and the reviewer. The new grid is also on a form that you can type on and save to your computer.

The applicant can choose to use the new version or the old version until July 1, 2019. After July 1, 2019 the Board will be accepting only the new grid. This will provide adequate time to the field and the office to transition to the new grid.

Stay tuned for webinars and instructional videos on how to fill out the grid properly.

New grids will be available on the website by April 2019.





## Departing Board Members

Bobbie Boyer

Hope Taft

We want to thank you for your dedication and service to the Board.

## Ethics in Action

Taking the time to regularly review the Code of Ethics is important to exhibit ethical values, behaviors and integrity. To locate the Code of Ethics please visit the website and choose the option for Laws and Rules. The Board will highlight a section of the code in each newsletter and provide a brief insight.

***OAC 47588-01 (B) (3) (b) A licensee or certificate holder shall not use a title, designation, credential, license, firm name, letterhead, publication, term, title or document which states or implies an ability, relationship or qualification the licensee or certificate holder is not qualified to use or does not exist.***

This ethical provision highlights the importance of keeping your credential up to date, as a licensee or certificate holder cannot identify themselves as or bill for services if their credential has lapsed. The Board encourages all licensees or certificate holders to submit their renewal application at least 30 days in advance of the expiration date to avoid a potential lapse in credential.

## OCDP BOARD ADDRESS

Verne Riffe Center  
77 S. High Street  
16th Floor, Suite 1662  
Columbus, OH 43215  
Phone: 614-387-1110  
Fax: 614-387-1109  
E-mail: [info@ocdp.ohio.gov](mailto:info@ocdp.ohio.gov)  
Website: [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov)

### Email for **TRANSCRIPTS ONLY**

[Transcripts@ocdp.ohio.gov](mailto:Transcripts@ocdp.ohio.gov)

**PLEASE KEEP YOUR CONTACT INFORMATION UP TO DATE IN  
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